

Critical Data Entry Update for HPRP Subgrantees

A CRITICAL MESSAGE IS CONTAINED IN BOLD RED PRINT BELOW. PLEASE READ CAREFULLY!

This document is to explain some critical needs concerning the use of ‘Snapshots’ in the HMIS. As you know, a snapshot of the family data in Central Intake is automatically taken at the time of program enrollment. HPRP requires that you update family income in Central Intake every 3 months, and then take a manual snapshot to record the data held in Central Intake.

To take a manual snapshot, simply click on the ‘Edit Income’ button on the Program Entry page.

This causes the snapshot popup window to open, and this window contains 2 important buttons: Snapshot and Reset

The top screenshot shows the 'Program Entry' page for 'Ivan Boat' with the 'Edit Income' button circled in yellow. The bottom screenshot shows the 'Snapshot Income' popup window with the 'SnapShot' and 'Reset' buttons circled in yellow. Arrows point from the text instructions to these buttons.

Program Entry Page (Top Screenshot):

First Name	Last Name	Identifier	Search	Customer
i	b			

MTABlake PSH

Program Status: Enrolled

Consent: Organization

Case Manager: MTJeffs

Program Entry Date: 03/10/2010

Monthly Family Income: 0.00

Monthly Individual Income: 0.00

Poverty Level(%): 0.00

AMI: Missing

AMI Range:

Entry Questions

Question	Answer	Comment
Housing Status		
What circumstance		
Client is Chronica		

Snapshot Income Popup Window (Bottom Screenshot):

Source: No financial resource

Amount: 0.00

Pay Interval: Monthly

Documentation: Self Declaration

Comments:

Date of Snapshot: 03/10/2010

Head of Household: ☒

Buttons: SnapShot, Edit, Save Date, Reset

To record updates in Central Intake, simply click ‘SnapShot’. This successfully records an image of all data contained in Central Intake.

Occasionally, it is necessary to revise the contents of a snapshot. This requires the use of the ‘Reset’ button. **Please do not click on the ‘Reset’ button without first contacting Jeff, Nick or Cat at Commerce. Use of the ‘Reset’ button requires further steps by Commerce to ensure that all family members are represented on the quarterly report to HUD**

If you have any questions concerning snapshots, please do not hesitate to contact the Commerce Technical Assistance Team